

22 JAN 1964

MEMORANDUM FOR: Director of Finance

SUBJECT : Reporting of Project Assignments of Members of the Policy and Systems Staff as of 28 December 1963

PROJECT INVENTORY

	<u>REGULATIONS</u>	<u>CONTINUING PROJECTS</u>	<u>OTHER PROJECTS</u>	<u>TOTAL</u>
In process 3 November 1963	28	10	40	78
Projects initiated this period (563 - 565)	<u>3</u>	<u>0</u>	<u>3</u>	<u>6</u>
Totals	31	10	43	84

Projects completed this period (521, 548, 551, 562, 564, 565)	<u>4</u>	<u>1</u>	<u>5</u>	<u>11</u>
In process 28 December 1963	<u>27</u>	<u>9</u>	<u>38</u>	<u>74</u>

MAN-HOURS

Projects, Regulations and Form 238 Control Numbers..... 1,427.2

Administration:

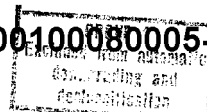
Travel.....	72.0		
Training.....	165.0		
Meetings.....	33.5		
Correspondence.....	10.0		
Office Administration.....	175.8		
Coordination and Liaison.....	<u>197.0</u>		653.3

Leave:

Annual.....	164.0		
Sick.....	75.0		
Other.....	<u>274.5</u>		513.5

TOTAL MAN-HOURS FOR A TWO-MONTH PERIOD 2,594.0

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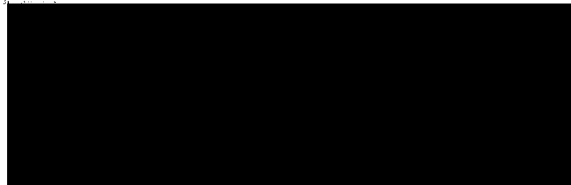
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The individual assignments in process at the date of this report and assignments completed during the current period are evidenced by individual project assignment sheets in this binder. Each individual assignment sheet indicates the present status of the project involved and the hours applied to the project during the two-month period ended 28 December 1963, other than the assignment sheet re regulations' responsibilities.

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Chief, Technical Accounting Staff

Assignment book returned to PSS

A handwritten signature in ink, appearing to be 'J. A.' or similar.